

## MICHIGAN HOUSE OF REPRESENTATIVES

### POSITION DESCRIPTION

POSITION: Facility Operations/Technical Services Director

GRADE: 12

REPORTS TO: Chief Financial Officer/Business Director

---

**POSITION SUMMARY:** This is an at-will, non-partisan position. The Facility Operations and Technical Services Director ensures the House Office Building and Capitol Building are safe and comfortable working environments for Members, employees, and guests. The Director provides leadership, supervision, and manages a team of supervisors and staff in Facility Operations, Carpenter Shop, Consignment/Supply Section, Post Office, and Printing/Duplicating Center.

The primary responsibility of the section is to update and maintain the interior and exteriors of the House Office Building. This section has an integral role in the on-going maintenance and preservation of the Capitol Building, specific to the House Chamber, committee rooms, and Member offices. This job requires knowledge of the principals, practices, procedures, materials and tools of historical preservation.

**PRINCIPAL ACCOUNTABILITIES:** Directs the development of a master engineering plan including all maintenance, renovation, construction, restoration, and development and detailing infrastructure systems required for successful completion of projects. Oversees all administrative functions and daily operations for these projects.

Establishes the overall direction, goals, and objectives for Facility Operations, Carpenter Shop, Post Office, Consignment Supply, Print Shop, and all contractual employees.

Determines the scope of major renovations reviews and approves design changes in specifications and completion of major construction projects.

Estimates and prepares fiscal year capital expenditures budget for the Business Director.

Develops and implements departmental programs and procedures that concentrate on maintenance, renovation and development of facilities and the physical plant within industry standards and guidelines.

Manages and maintains schedules of construction activities and projects and provides reports to the Business Director.

Revised: July 1, 2016

Directs custodial and maintenance services to ensure compliance with pre-established periodical schedules and standards for the House Office Building.

Select and hire personnel for all departments and contractual housekeeping crew.

Selects, hires, and directs outside engineering consultants, construction management personnel, and contractors; establishes and negotiates contracts and service agreements for various capital improvement projects.

Coordinates and assists moving of incoming and outgoing Representatives and staff.

Assists with the setup and management of building systems to include Fire system, Proximity Card system, Camera, HVAC, and Computerized Maintenance Management Systems.

AutoCAD file manager for physical plant, office space plans, emergency evacuation plans, and Capitol Building. Manages all space planning and furniture reconfigurations.

Creates and maintains Individual Office Emergency Response Packets and all other life safety issues.

Ensures staff is trained in the following areas: CPR training, fork-lift operator's license, code classes, USPS mailing guidelines, House printing guidelines, and NFPA training.

Is a Member of Government Facility Sector Committee for the Department of Homeland Security (DHS) Information Network.

Implements the Web-enabled Automated Critical Asset Management System (ACAMS) developed by DHS for state and local government protection plans.

Oversees the daily operations and works with the Business Director to develop the policies and procedures for areas within House Technical Services.

This individual is responsible for other duties as assigned.

**JOB QUALIFICATIONS:** Bachelor's degree in facility management, or a related field, or 15 years of experience in Facility Operations.

Minimum of five years of management experience and comprehensive knowledge of facilities management principles, budget preparation, custodial and building operations,

Revised: July 1, 2016

customer service, and laws and regulations relative to safety management, equipment management, security management, and emergency preparedness.

Ability to produce management reports using business software tools such as Microsoft Office, Outlook, AutoCAD, Revit, timekeeping, maintenance management, inventory, access control, fire suppression, building automation, and electrical/lighting controls.

Outstanding attention to detail and customer service skills. Strong leadership, team building, problem solving skills. Ability to work with Members, staff, contractors, and visitors on site. Ability to manage multiple projects and deadlines. Excellent oral and written communication and presentation skills.

Ability to make rapid and appropriate judgments during emergency situations. Knowledge of policy and procedural development regarding policy and procedure protocols and supervising emergency response services.